

Behavior Policy Sherwood Public Library

POLICY

Behavior requirements are enforced to provide a welcoming environment where all are equally and safely entitled to use of the facility and to give staff support for consistently enforcing proper behavior.

BACKGROUND

The Behavior Policy covers behavior on Library and City Hall property, including the Library, lobby, restrooms, meeting rooms, City Hall and Sesame Donuts. Outside, it includes all areas adjacent to the building: entrances, lawn, benches, parking lot, sidewalks and bicycle paths.

REGULATIONS

Guidelines for Library Use:

- Ask for help when necessary
- Respect other patrons and staff
- Respect the Library facility, equipment and materials
- Be responsible for your children while they are in the Library

No Person Shall:

- **COMMIT OR ATTEMPT TO COMMIT ANY ACTIVITY THAT CONSTITUTES A VIOLATION OF FEDERAL, STATE, OR LOCAL CRIMINAL STATUTE OR ORDINANCE**, including but not limited to:
 - Be under the influence or in possession of illegal drug or alcoholic substance, firearm, knife or other weapon prohibited by City Ordinance or State Statutes on Library grounds.
 - Destroy, deface or steal Library property.
 - Obtain and use another person's personal data in some way that involves fraud or deception.

- **ENGAGE IN DISRUPTIVE, DISORDERLY OR UNSAFE CONDUCT**, including but not limited to:
 - Talk loudly, make noise or use devices at a volume that disturbs others.
 - Run, throw things, push, shove, fight, climb, jump.
 - Consume food or drink that creates a nuisance.
 - Smoke, including vaping, or use other tobacco products.
 - Impede or prohibit access to the facility or its contents (e.g. physical impediments such as bicycles, backpacks, large groups of people, etc.).
 - Use of restrooms to bathe, shave or change clothes where it unreasonably interferes with other patrons use or staff use of the restroom, or involves willful and lewd exposure in violation of ordinances and state law. It is not a violation for a person to change a dependent's diaper.

- **THREATEN, HARASS, HARM OR VIOLATE THE RIGHTS OF LIBRARY USERS AND/OR STAFF**, including but not limited to:
 - Abusive or threatening language, gestures or physical acts, including profanity and hate speech.
 - Unwelcome contact between Library users.
 - Stalk, stare or invade personal space.
 - Take photos or video of anyone without their consent. Anyone wishing to take photos or video in the Library is asked to first seek staff approval. Anyone wishing to film a production (e.g. feature film, documentary, commercial, PSA, music video) inside the Library must first seek City Manager approval. See Film Production Permit Application.

- **INTERFERE WITH OTHERS' USE OF THE LIBRARY**, including but not limited to:
 - Poor hygiene, body odor, head lice, strong scents, dirty hands, muddy footwear.
 - Clothing that exposes underwear or private body parts, or would otherwise be disruptive to the Library environment. Breastfeeding is not a violation.
 - Shoes and shirts must be worn at all times.
 - Leave personal belongings unattended.
 - Loiter or sleep without using Library resources or services.
 - Enter the Library with animals, except in the instance of service animals or as authorized at a Library approved event.
 - Use of wheeled devices such as skateboards, roller-skates, bicycles, scooters, and shopping carts; devices that are allowed include wheelchairs, walkers, strollers, accessibility equipment, and other similar devices when used for their intended purpose.
 - Post or distribute materials. Materials may be posted or distributed inside the Library only with prior staff approval and in designated places. See Bulletin Board Procedure.

- **CONDUCT SURVEYS, SOLICIT MONEY OR SIGNATURES INSIDE, OR ADJACENT TO, THE LIBRARY:**
 - Such solicitations may not be made inside the Library. Such solicitations may occur outside the Library only in such a way as to not impede people from entering or exiting the building and must occur at least 20 feet from an entrance or exit. No solicitations may be made in the parking lot or at the book drop because of safety concerns.
 - Sales are prohibited without express permission from the City. Requests to conduct sales of goods or services should be made through the Library Manager (e.g. books at an author-signing event).

- **ABUSE COMPUTER PRIVILEGES**—SEE INTERNET AND COMPUTER USE GUIDELINES

- **LEAVE CHILDREN UNATTENDED**
 - Children age five and under must be accompanied by an adult at all times.
 - Children ages six through nine must be accompanied by an adult in the Library building.
 - Library staff cannot legally assume the parent's role.

PROCEDURES

Enforcement

Library staff will implement these rules. Every effort will be made to respond to potentially difficult circumstances of user behavior in a timely, direct, and open manner. Unlawful activities will be reported to local law enforcement agencies. People who violate these rules will be asked to stop such actions. The library reserves the right to require anyone who violates these rules to leave the library premises. Refusal to leave when properly requested may result in arrest for trespassing. The library may deny permission for a person to enter the library building for a specified time if that person violates these rules, or if that person has engaged in criminal behavior on library premises. In the case of a minor being excluded, every attempt will be made to contact the child's parent or guardian to give notice of the exclusion. Exclusions may be made for progressively longer times for repeated violation or when harm or potential harm is involved, ranging in time from one week to permanent exclusion.

If a child has been left unattended in the Library, staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the Library is closing, law enforcement will be notified.

Appeal

A patron who has been excluded from the Library may appeal the notice in writing to the Library Manager within 10 days of issuance. The Library Manager will schedule a hearing, which shall not take place more than one week after receipt of the written request. The hearing will be informal and the Library Manager will consider testimony from Library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Library Manager may affirm, modify, or cause the notice to be canceled. A written copy of the decision will be delivered or mailed within 10 days to the person making the appeal. This decision may be appealed to the City Manager or City Manager's designee.

History

Approved 5/2008 by Library Advisory Board and Library Administration

Revised 8/12/2016

Reviewed by City of Sherwood Attorney and Library Advisory Board 8/17/2016

Revised 8/2/2017

Reviewed by City of Sherwood Police Department 8/3/2017

Approved by Library Advisory Board 8/16/2017